

On August 8th, the Department of the Interior (DOI) will become NASA's payroll provider.

## Why?

- The President's Management Agenda mandated that the Federal Government consolidate its twenty-two payroll systems to the least number of providers (four) in order to:
  - Eliminate redundancies in payroll processing,
  - Reduce costs (estimated \$1.2B in savings across the Federal Government), and
  - Develop a solid foundation for achieving the vision outlined in the E-Government Strategy.
- As part of this initiative, NASA will adopt DOI's Federal Personnel and Payroll System (FPPS) in replacement of the NASA Personnel and Payroll System (NPPS), and DOI will become NASA's payroll provider.

## Major Changes For Employees

- All employees are required, except for special circumstances, to use Employee Express to make changes/updates to home address, direct deposits, Federal Employee Health (FEHB) benefits, federal and state tax, FEHB Premium Conversion, financial allotment, TSP, and savings bonds.
  - Tutorial available at: <http://epayroll.nasa.gov/documents/EmployeeExpressTutorial.ppt>
- Starting August 31, Leave and Earnings Statements will be in DOI's format, and will be mailed to the employee's home or designated address. DOI's format only displays information pertinent to an employee.
- In September and October, managers and administrative personnel will learn how to submit HR requests (SF-52 forms) online in the FPPS system.

## Transition Notes

The changes employees will see in their Leave and Earnings Statement and W-2s are very similar to those they would experience if they changed agencies.

- Employees will receive two W-2's for 2004 -- one generated by NASA for January to August 8 and the other from DOI for August 8 to December 31.
- NASA will send all NASA-tracked (pre-August 8) retirement data to the Office of Personnel Management (OPM). DOI will only track and provide information on DOI-tracked (post-August 8) retirement data.
  - Employees should save their last NASA-produced Leave and Earnings Statement on August 17th as a record of their NASA-tracked cumulative retirement information. (NASA Payroll will save them as well.)
- Employees may see slight changes in their state tax deductions, because of differences in rounding, valid techniques/formulas used in calculation, or regulation updates.
- The DOI Leave and Earnings Statement displays all leave in hours and minutes (e.g., 8 hours and 30 minutes = 8.30), which is a change from NASA's hours and fractions of hours format (e.g., 8 hours 30 minutes = 8.50).
- DOI's year-to-date (YTD) leave columns for Annual Leave, Sick Leave, Military Leave, LWOP, and AWOL will show the entire year's YTD.
- DOI's YTD columns for Credit time, Comp time, Religious Comp time (used or earned), Restored Annual Leave, and Time Off will only display August-to-date information for 2004.
- DOI's YTD money columns will only display August-to-date information for 2004

**Remember to save  
the last NASA  
Leave and Earnings  
Statement on Aug 17**